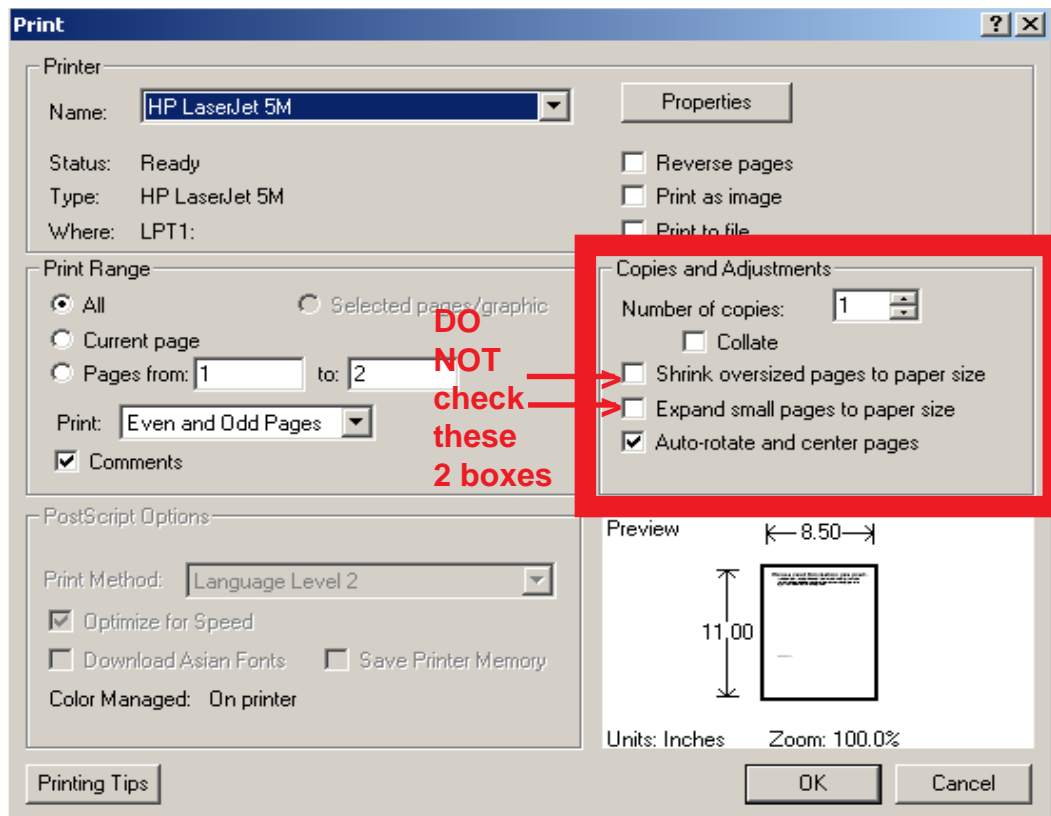


Please read this before you print.

To print applications correctly, it is important to set up your print request as shown below. In the Adobe Acrobat Print dialog box, you must check the box “Auto-rotate and center pages.” Do **not** check the Shrink or Expand boxes.



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Washington State Department of
Health
Health Professions Quality Assurance
P.O. Box 1099
Olympia, WA 98507-1099

A. Contents: Massage Apprenticeship Program Approval Packet

1. 676-105 .. Contents List/SSN Information	1 page
2. 676-106 .. Instructions for Massage Apprenticeship Program Approval	1 page
3. 676-107 .. Application for Massage Apprenticeship Program Approval	2 pages
4. 676-108 .. Massage Apprenticeship Program Approval—Standards of Evidence	4 pages
5. 676-109 .. Massage Apprenticeship Program Approval—Courses Offered	2 pages

B. Important Social Security Number Information:

- * Federal and state laws require the Department of Health to collect your Social Security Number before your professional license can be issued. A U.S. Individual Taxpayer Identification Number (ITIN) or a Canadian Social Insurance Number (SIN) cannot be substituted. If you submit an application but do not provide your Social Security Number, you will not be issued a professional license and your application fee is not refundable.
- * Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 42 USC 666, RCW 26.23 and WAC 246-12-340.

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Massage Apprenticeship Program Approval Information and Instructions

TO: Apprentice Trainer or interested parties
FROM: Erin Oberland, Program Manager
Washington State Board of Massage

Information:

Thank you for your interest in becoming a Washington State Board of Massage approved Apprenticeship Program. When your application is received it will be initially reviewed for completeness. At that time, any additional information or materials deemed necessary will be requested. The application will then be provided to two Washington State Board of Massage members for review. The reviewing members will report their findings to the full board at the next available board meeting. The board will vote to either deny, approve, or conditionally approve the application.

Once your program is approved, the board may conduct periodic site-reviews to ensure continued compliance with the standards for approval. The site-review will consist of a self-evaluation, to be completed by the trainer, and a visit to the site by a representative of the board. There is no application fee for approval.

Instructions:

To assist the board in making a timely decision, only applications submitted in the required format will be considered. The board has the final authority to determine if the information is complete and if it meets the established standards.

To be considered complete, your application must be presented:

- in a three-ring binder
- with a Table of Contents
- with an Index, and
- with consecutively numbered pages.

We look forward to receiving your completed application. If you have any questions or if we may be of further assistance, please contact us at the address above, or at (360) 236-4867, fax number (360) 664-9077.

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Health Professions Quality Assurance
Board of Massage
P.O. Box 47867
Olympia, WA 98504-7867

Application For Massage Apprenticeship Program Approval

NAME OF APPRENTICESHIP PROGRAM	
ADDRESS	
TELEPHONE NUMBER ()	FAX NUMBER ()

Trainer Information

NAME OF TRAINER

Please provide the following:

- A professional resumé for the past five years.
- The Personal Data Questionnaire and Acknowledgment of Responsibility
- The evidence and material requested in the Massage School, Program or Apprenticeship Program Approval, Standards and Evidence Document.

Workforce Training and Education Certification

In Washington, if a trainer would like to enter into an apprenticeship agreement with more than one student at any given time, he or she must first become certified as a private vocational school through the Workforce Training and Education Coordinating Board. Please contact their office at (360) 753-5662, Fax number (360) 586-5862. Their mailing address is:

Workforce Training and Education Coordinating Board
128 10th Avenue SW
PO Box 43105
Olympia, WA 98504-3105

If approved, please provide a copy of the certificate of approval to this program.

Trainer Information

Personal Data:

Health related professions are regulated under both the Revised Code of Washington (RCW) pertinent to the profession and RCW 18.130, the Uniform Disciplinary Act (UDA). You are requested to submit information documenting any affirmative response you may make to the following two personal data questions. Be advised that any statement you may make may be used in an adjudicative proceeding, if such proceeding were to be conducted under the UDA. You may consult with an attorney at your own expense prior to making a statement or providing additional documentation.

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Within the past ten years have you engaged in any of the conduct described in the Uniform Disciplinary Act, <i>18.130.180 RCW</i> , excluding the conduct described in 18.130.180(6) (violation of drug laws) and 18.130.180(23) (current misuse of alcohol, controlled substances or legend drugs)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Within the past ten years have you been found guilty in an adjudicative proceeding by a criminal, civil, administrative, professional association, or certifying agency of any of the conduct described in the Uniform Disciplinary Act, <i>18.130.180 RCW</i> , or have you agreed to a stipulation or settlement in lieu of or as a result of such a proceeding? | <input type="checkbox"/> | <input type="checkbox"/> |
-

Attestation And Acknowledgment Of Responsibility

I certify that I have been provided and am familiar with the *Law Relating to Massage Therapy, RCW 18.108*, that is, chapter 18.108 RCW, the Uniform Disciplinary Act, chapter 18.130 RCW, and the Washington Administrative Code regarding massage, chapter 246-830.

I have reviewed the Washington State Board of Massage standards for approval. I understand that this application will not be considered if it is incomplete when submitted. I agree that a site visit may be required, and I understand that reasonable related costs for the visit will be charged back to the program.

I certify that I am a licensed massage practitioner in the state of Washington with license number

MA _____. I acknowledge that I take full responsibility for all acts of my apprentice in connection with the practice of massage therapy while under my supervision.

TRAINER SIGNATURE

DATE

Massage Apprenticeship Program Approval Standards Of Evidence

Standards of Program Approval:

The function of standards is to provide criteria to measure a program or school's suitability for approval. Standards are used both by on-site evaluators and by the Washington State Board of Massage for reviewing and assessing materials submitted by the program or school.

Standard One—Curriculum:

The curriculum shall be designed and presented to meet or exceed the requirements below. An hour of training is defined as fifty minutes of actual instruction time.

Requirements in Washington's law:

- 500 hours of in-class, teacher supervised instruction, taught over a minimum of six months.
- 130 hours of Anatomy and Physiology (40 of these hours must be in Kinesiology) including palpation, range of motion and physics of joint functions.
- 50 hours of Pathology, including indications and contraindications to massage therapy.
- 265 hours of theory and practice of massage therapy, at a minimum to include Swedish and deep tissue techniques, remedial gymnastics, body mechanics of the practitioner and medical treatments. Hydrotherapy shall be included when consistent with the particular area of practice.
- 55 hours of clinical/business practices, at a minimum to include hygiene, record keeping, medical terminology, professional ethics, business management, human behavior, client interaction, and state and local laws.

Certification that courses in American Red Cross first aid and American Heart Association CPR or the equivalent requirements are met.

Evidence to provide:

- A. What subjects are taught? Please complete both sides of **Form DOH 676-109, Massage Program Courses Offered**. Make additional copies as needed.
- B. In order to review the educational program of the Massage Training Institutions, it is necessary to have complete course outlines (syllabi) for the courses offered. Please submit a course syllabus. This is necessary in order to determine compliance with the state minimum requirements, and must include the following elements:
 - Title of course.
 - Subject matter, in terminology per WAC 246-830-430.
 - Hours required for this unit.
 - Instructor(s) name(s) and LMP license number(s).

- Student competencies to be accomplished in the form of measurable objectives for this course of instruction. (State measurable objectives using action words such as “demonstrate, identify, locate,” not words such as “understand, recognize, evaluate.”)
 - Learning activities.
 - Evaluation procedures.
 - A schedule of the course, including dates and time.
 - Textbooks and other instructional materials utilized.
- C. Include examples of each of these examinations: Anatomy and Physiology, Massage Therapy and Practice, Practical Demonstration.
- D. A Statement regarding how a student will obtain First Aid and CPR training; to include training standards and number of hours required.

Standard Two—Academic Standards:

The school or program instructors, or apprentice trainer shall regularly evaluate the quality of the instruction and require a clearly defined set of standards of competence and progress for the student. Promotion to each successive phase of the program and graduation from the program shall be dependent on mastery of the knowledge and skills presented.

Evidence to provide:

- A. A clear statement or policy defining the minimum standards for measuring student progress.
- B. Copies of policies and procedures for:
- Admission (How do you determine who to admit?)
 - Progression (How is learning measured, and how does a student move through the program?)
 - Graduation
 - Withdrawal
 - Dismissal (What are the correction measures when a student is found not to be meeting minimum standards?)
 - Transfer (Do you allow a student to transfer courses or hours from another school?)

Standard Three—Faculty:

Apprenticeship trainers or faculty members shall be qualified by training and experience to give effective instruction in the subjects taught. They should develop and evaluate the curriculum instruction methods and facilities, student discipline, welfare, and counseling; assist in the establishment of administrative and educational policies; and provide for a student’s scholarly and professional growth. Schools, programs, or apprenticeship trainers shall not discriminate on the basis of sex, race, age, color, religion, physical handicap, or national or ethnic origin in the recruitment of students or the hiring of faculty.

Evidence to provide:

- A. A policy for ensuring minimum competency standards for instructors (not necessary for apprenticeship program).
- B. A statement or policy describing faculty members' participation in curriculum development and evaluation (not necessary for an apprenticeship program).
- C. A professional resumé for each instructor or trainer.

Standard Four—Student Clinic And/Or Externships:

The clinical facility shall be adequate in size and resources to provide for student practice of massage on the general public. There shall be properly equipped rooms for consultations, massage therapy or treatment and equipment as required in the practice of massage. The apprentice trainer or a faculty member who is a licensed massage practitioner and adequately experienced in massage therapy must be present in the clinic at all times the clinic is open and in direct supervision of, and have final decision in the massage therapy that is rendered to a client by a student. Clinic or Externship hours shall not exceed 50 hours of the required 500 program hours.

Externship/Field experience hours shall have clear learning objectives, and be supervised by a licensed massage practitioner. A student shall be evaluated by both the licensed massage practitioner and the faculty. The public will receive notice and a signed disclosure and will be able to submit a written evaluation.

Evidence to provide:

- A. A copy of policies pertaining to student clinic and/or externships, including supervision of students, and a treatment decision making policy (guidelines for the student).
- B. Disclosure statement provided to clients.
- C. Copy of client intake and screening form.
- D. Copy of client feedback form.

Standard Five—Health, Sanitation And Facilities:

All programs will have adequate facilities and equipment available for students learning massage therapy. All facility equipment will be maintained in accordance with local rules and ordinances. Instruction and practice equipment shall be similar to that found in common occupational practice. An adequate reference library, appropriate to the subjects being taught, shall be available.

Evidence to provide:

- A. Floor plan of the facility.
- B. Floor plan of student clinic, if offered.
- C. Equipment available to student in the classroom.
- D. Equipment available in student clinic, if offered.
- E. List of library holdings.

Standard Six—Health, Sanitation and Facilities:

Approved educational programs follow professional standards. Students are taught and practice professional draping techniques. Classroom nudity is prohibited. Students are fully clothed while giving a massage. Students are taught to professionally respond to client requests.

Evidence to provide:

Copies of policies regarding faculty and student conduct.

Standard Seven—Records:

Attendance records and educational performance records are accurate, organized, and secured in a safe place. Transcripts are available upon a student's request.

Evidence to provide:

- A. Copy of sample transcript and completion certificate.
- B. Policy on release of student records.

Standard Eight—Eligibility:

- Must teach a 500-hour program in no less than six months.
- Must be approved by Work Force Training and Education Coordinating Board (if applicable) or the equivalent, for instance, the Vocational Education Board of regulatory jurisdiction. This section is not applicable to an apprenticeship program unless more than one apprentice is in training at a given time.
- Must meet all criteria set forth in the Education section of the Washington Administrative Code.

Application must be made by the authorized representative of the massage school or program, or the administrator of the apprenticeship program.

Courses Offered

Massage Apprenticeship Program Approval

Please list all courses offered in Table A that fall under WAC 246-830-430(a). One hundred thirty (130) hours of anatomy, physiology, and kinesiology including palpation, range of motion, and physics of joint function. There must be a minimum of forty hours of kinesiology.

Table A	Course Title	Number Of Hours	Description
A			
A			
A			
A			
A			
A			
A			
A			
A			

Please list all courses in Table B that fall under WAC 246-830-430(b). Fifty (50) hours of pathology, including indications and contraindications consistent with the particular area of practice.

Table B	Course Title	Number Of Hours	Description
B			
B			
B			
B			
B			
B			
B			
B			
B			

Please list all courses in Table C that fall under WAC 246-830-430(c). Two hundred sixty-five (265) hours of theory and practice of massage to include techniques, remedial movements body mechanics of the practitioner, and the impact of techniques on pathologies. A maximum of fifty (50) of these hours may include time spent in a student clinic. Hydrotherapy shall be included when consistent with the particular area of practice.

Table C	Course Title	Number Of Hours	Description
C			
C			
C			
C			
C			
C			
C			
C			
C			

Please list all courses in Table D that fall under WAC 246-830-430(d). Fifty-five (55) hours of clinical/business practices, at a minimum to include hygiene, recordkeeping, medical terminology, professional ethics, business management, human behavior, client interaction, and state and local laws.

Table D	Course Title	Number Of Hours	Description
D			
D			
D			
D			
D			
D			
D			
D			
D			